



TUITION REIMBURSEMENT

PM-58-03

Section: 58-00, SERVICE AND AWARDS

PURPOSE AND SCOPE

Pursuant to the Mayor and the Board of Commissioners' Resolution passed on October 19, 1965, City of Memphis Government established a Tuition Reimbursement Program to assist City employees with the cost of college tuition. This policy is applicable to any regular, full-time City of Memphis employee who has completed his/her required initial probationary period.

POLICY

The City of Memphis will consider applications for assistance with tuition and book expenses for degree programs only (Associate, Bachelor, Master or Doctorate) according to the following criteria:

- A. Before beginning a course of study, an employee must complete a City of Memphis Tuition Reimbursement and Repayment Agreement, a City of Memphis Government Tuition Reimbursement Program Educational Goals and Objectives Form and submit a degree curriculum to his/her Division Director and the Human Resources Division for review and approval. If an employee wishes to change his/her degree program or change school at any time, a new Educational Goals and Objectives Form and degree curriculum must be submitted to the Division Director and the Human Resources Division for review and approval.
- B. An employee may be reimbursed only for courses of study which the City of Memphis determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to other jobs within the City.
- C. An employee who was enrolled in the Tuition Reimbursement Program before July 1, 2006, will be eligible to receive up to \$7,000 for tuition and books per City of Memphis fiscal year until June 30, 2009. If coursework is not completed by June 30, 2009, the employee will then be eligible to receive expenses for tuition and books up to \$5,000 per City of Memphis fiscal year beginning July 1, 2009.
- D. An employee who begins a course of study on or after July 1, 2009 will be eligible to receive expenses for tuition and books up to \$5,000 per City of Memphis fiscal year (July 1 – June 30).
- E. Eligible schools must have a physical presence in Shelby County; must be accredited by one of the six regional organizations recognized by the U.S.



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Department of Education, and must hold classes at facilities within Shelby County. Colleges and Universities eligible for tuition reimbursement are listed on Page 4 of this policy. This list is subject to be amended by the Human Resources Director based on changes in affiliations, locations, and new additions.

- F. On-line courses are permitted if offered through an eligible school and reviewed and approved through the regular tuition reimbursement application process.
- G. Tuition reimbursement applications for each term must be approved by the employee's Division Director and by the Human Resources Division, at least ten (10) business days prior to the first day of class. Employees must notify the Human Resources Division if there is a course title change or withdrawal from a course which has already been approved.
- H. All documentation regarding tuition reimbursement must be submitted for reimbursement within thirty (30) calendar days of the completion of the final class or payment will not be rendered.
- I. Reimbursement will only be considered for courses that are successfully completed with a grade of "C" or better for undergraduate courses or with a grade of "B" or better for graduate-level courses. If an incomplete grade ("I") is received at the end of the term, the class must be successfully completed and documentation submitted for reimbursement within thirty (30) calendar days after completion. The date that the incomplete grade is officially replaced with another grade is the date that will govern with respect to tuition repayment.
- J. Some courses, programs, fees, materials and expenses are ineligible for tuition reimbursement. These include, but are not limited to:
 - 1. Computers, calculators, supplies or special equipment;
 - 2. Class changes that have not had prior approval from the Human Resources Division Tuition Reimbursement Coordinator;
 - 3. Fees for late registration, course changes, class withdrawal, incomplete grades, technology access, student activity, campus access, or textbook shipping & handling;
 - 4. Financing and installment service charges;



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5. Seminars, conferences, workshops, lectures, forums;
 6. Exam fees and review courses (e.g., CPA, CPM, LAW);
 7. Private pilot instruction or certification;
 8. Technical or Professional certification courses or exams;
 9. Continuing Education classes;
 10. Mandatory employee training;
 11. Food, travel, and parking expenses.
- K. The Tuition Reimbursement Policy will not duplicate other financial aid programs such as Pell Grants, Veteran's Administration Benefits, Scholarships, etc. It is the employee's responsibility to obtain necessary documentation from the school regarding VA benefits, grants, scholarships, etc. and submit such documentation to the Human Resources Division with each tuition reimbursement application. Any financial aid received will be deducted from the tuition and book fees reimbursed by the City.
- *For example, if an employee's tuition amount is \$500.00 and he/she receives a \$100.00 Pell Grant, VA Benefit or Scholarship, the City will reimburse \$400.00.
- L. Exam fees for college credit will be eligible for reimbursement if approved by the employee's Division Director and the Director of Human Resources. Reimbursement will be considered after the employee has successfully passed the exam and credit hours have been verified by the college accepting the credit.

TIME OFF FOR CLASS ATTENDANCE AND STUDY ASSIGNMENTS

Employees are expected to schedule class attendance and the completion of study assignments outside of their regular working hours. Employees will not be given paid time off, other than vacation, bonus days or OJI, to attend educational classes or to complete study assignments. In cases where productivity and proper supervision of employees are not adversely affected, management may approve changes in the work schedule to accommodate the pursuit of



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educational opportunities, however it is expected that educational activities will not interfere with employees' work. Any unsatisfactory job performance during class enrollment may result in forfeiture of educational assistance and/or disciplinary action up to and including termination of employment.

TERMINATION OF CITY EMPLOYMENT

An employee who receives reimbursement under the provisions of the Tuition Reimbursement Policy is expected to remain in regular, full-time employment with the City of Memphis Government for a minimum of two (2) years following course or degree completion. If an employee voluntarily terminates employment, is separated, is not reappointed or if employment is terminated for cause, the employee must reimburse the City for all funds expended according to the following schedule:

- Employee remains employed less than 12 months after course / degree completion = 100% repayment of all tuition and book fees received while in the program
- Employee remains employed 13 - 24 months after course / degree completion = 50% repayment of all tuition and book fees received while in the program

Arrangements for repayment must be made with the Human Resources Director or Designee. Any balance owed the City must be paid within one (1) year of termination of employment unless an alternative arrangement is approved by the Human Resources Director, the Finance Director and the City Attorney.



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CITY OF MEMPHIS TUITION REIMBURSEMENT PROGRAM COLLEGES AND UNIVERSITIES ELIGIBLE FOR TUITION REIMBURSEMENT

The following are the colleges and universities that are currently eligible for tuition reimbursement under the City of Memphis Government Tuition Reimbursement Program.

This list is subject to be amended based on changes in accreditation affiliations, locations, and new additions and is only approved as it relates to:

- **Classes taken at Shelby County branches**
- **Online classes must be offered through local facility.**

Non-Deferred Payment Schools

Baptist College of Health Sciences
Belhaven College
Central Michigan University
Embry-Riddle Aeronautical University
Freed Hardeman University
Harding University
Memphis College of Art
Park University
Rhodes College
Southwest Tennessee Community College (degree track only)
Strayer University
Union University
University of Memphis
University of Phoenix
University of Tennessee - Health Services Center at Memphis
Webster University

Deferred Payment Schools

Bethel College
Christian Brothers University
Victory University
LeMoyne-Owen College
University of Arkansas